

# REQUEST FOR ALTERNATIVE WORK SCHEDULE

## (NON-EXEMPT EMPLOYEES ONLY)

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Cost Center: \_\_\_\_\_

**This form applies to any work schedule that does not fit into a normal pay period (workweek beginning and ending Sunday, 12:00 midnight). Please see reverse side of this form for important information and instructions on setting up an alternative work schedule. Use the examples provided as a guide when completing this request.**

I am requesting the following work schedule effective \_\_\_\_\_: Date

	Split ↓							Off ↓							Split ↓	
Day of Week →																
Daily Schedule																
Total Work Hours																

Workweek begins and ends on \_\_\_\_\_ at \_\_\_\_\_ a.m.  
Day of Week p.m.

Lunch break: \_\_\_\_\_ o'clock to \_\_\_\_\_ o'clock.

This compressed workweek schedule is arranged so that it **does not exceed 40 hours per workweek**. I understand that I **do not** have the option to deviate from this schedule if it means working more than 40 hours in either workweek. Hours worked in excess of the 40 hours scheduled in the workweek must be compensated at the overtime rate of 1½ times the regular rate of pay or compensatory time at 1½ times the overtime hours worked.

**I have read the information on the reverse side of this form and understand the requirements of the Fair Labor Standards Act and how it applies to alternative work schedules.**

This schedule may be revoked at the discretion of my supervisor or myself at any time. My supervisor will notify Payroll in writing when I return to a regular work schedule.

Acknowledged,

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

**Return to Accounting/Payroll**  
 Retain a copy for Dept. file

## DESIGNING AN ALTERNATIVE WORK SCHEDULE

According to the Fair Labor Standards Act (FLSA), a workweek is any **fixed** and **regularly recurring** period of 168 hours—seven consecutive 24-hour periods. It need not coincide with the calendar week. Rather, it may begin on any day and at any hour of the day. An employee who is **not exempt** from FLSA requirements must receive overtime pay for any time worked over 40 hours in a single workweek. (An exception exists for firefighters.) The FLSA does not permit the averaging of hours over two or more workweeks. For example, an employee would not be able to work 35 hours one week and make up the missed 5 hours by working 45 hours the next week. The employer would have to pay the employee 5 hours of overtime for the second week. The requirement that overtime be paid after 40 hours worked in a week **may not** be waived by agreement between the employer and employee.

Once an employee's workweek is established, it remains fixed. It may be changed only if the change is intended to be permanent and is not designed to evade the overtime requirements of the FLSA. For this reason, an employee with a compressed work schedule such as a 9/80 **may not** deviate from his/her schedule if it means working more than 40 hours in one designated workweek. If the employee's supervisor approves deviations from the schedule, overtime pay may be necessary.

Please see the City of Tempe Rules & Regulations, Rule 2, Section 205, E. & F. for more information regarding City policy on alternative work schedules.

### THE 9/80 WORK SCHEDULE

With a 9/80 work schedule, the workweek may begin on any day and at any hour. The 9/80 pay period generally consists of eight 9-hour days, one 8-hour day, and one day off (i.e., nine workdays with a total of 80 hours in the pay period). An employee must split the day opposite the day off into either a 4-hour/5-hour, 4-hour/4-hour, or 5-hour/4-hour split. Part of the split day's hours would go into the previous week, and the remainder into the current workweek.

When making your schedule:

- Be sure to schedule **no more than 40 hours** in a workweek.
- When there is a 4/5 or a 5/4 split, the 5-hour portion needs to be in the week with the 8-hour day.
- **Start the schedule with the weekday that will be split**, which is the day opposite your day off (i.e., day off is Friday, workweek must begin with the Friday you are working).

#### EXAMPLE 1: Workweek begins and ends on Monday at 12:00 p.m. (4/5 split), with lunch break 11:00-12:00.

Day of Week	M		T	W	TH	F	SA	SU	M		T	W	TH	F	SA	SU	M
Daily Schedule	7am to 5pm		7am to 5pm	7am to 5pm	7am to 5pm	7am to 4pm	OFF	OFF	OFF		7am to 5pm	7am to 5pm	7am to 5pm	7am to 5pm	OFF	OFF	7am to 5pm
Ttl Wrk Hrs	4	5	9	9	9	8	0	0	0	9	9	9	9	9	0	0	4 5

#### EXAMPLE 2: Workweek begins and ends on Friday at 1:00 p.m. (4/4 split), with lunch break 12:00-1:00.

Day of Week	F		SA	SU	M	T	W	TH	F		SA	SU	M	T	W	TH	F	
Daily Schedule	8am to 5pm		OFF	OFF	8am to 6pm	8am to 6pm	8am to 6pm	8am to 6pm	OFF		OFF	OFF	8am to 6pm	8am to 6pm	8am to 6pm	8am to 6pm	8am to 5pm	
Ttl Wrk Hrs	4	4	0	0	9	9	9	9	0		0	0	9	9	9	9	4	4

#### EXAMPLE 3: Workweek begins and ends on Wednesday at 1:00 p.m. (5/4 split), with lunch break 12:00-1:00.

Day of Week	W		TH	F	SA	SU	M	T	W		TH	F	SA	SU	M	T	W
Daily Schedule	7am to 5pm		7am to 5pm	7am to 5pm	OFF	OFF	7am to 5pm	7am to 5pm	OFF		7am to 5pm	7am to 5pm	OFF	OFF	7am to 4pm	7am to 5pm	7am to 5pm
Ttl Wrk Hrs	5	4	9	9	0	0	9	9	0		9	9	0	0	8	9	5 4

**SCHEDULES THAT ARE NOT SUBJECT TO THIS FORM** are those that fit into a normal pay period (workweek beginning and ending Sunday, 12:00 midnight) such as:

- The 4/10 work schedule – four 10-hour workdays in each normal workweek.
- Four 9-hour workdays and one 4-hour workday each normal workweek.
- Four 10-hour workdays the first week of the pay period, five 8-hour workdays the second week of the pay period.